

# YOUTH SERVICES POLICY

<b>Title:</b> Special Agents (Commissioned Probation and Parole Officer -Juvenile) <b>Next Annual Review Date:</b> 03/08/2014	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.19
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<b>References:</b> Gun Control Act of 1968, Section 922:D:8; La. R.S. 14:40; 15:574.8; 15:825.2; C.Cr.P. Art. 201; 227.1; 899; Administrative Rule Title 22, Part III, Subpart 4; ACA Standards 2-7164 (Juvenile Probation and Aftercare Services), 2-CO-3A-01 (Administration of Correctional Agencies); YS Policies A.2.24 "Staff Development and Training Plan", C.1.8 "Firearms Training"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 03/08/2013

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405 and the authority, as delegated by the Secretary of the Louisiana Department of Public Safety and Corrections, to appoint Special Agents. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish procedures governing YS Special Agent appointments and duties.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, and all commissioned officers / Special Agent employees of YS.

## IV. DEFINITIONS:

**Regional Managers** - Managers of the Community Based Services (CBS) regional offices located throughout the state.

**Commission Cards** – Cards issued after appointment as a Special Agent certifying commission as a juvenile probation and parole officer.

**Special Agent** - YS commissioned officers in the probation and parole series authorized to carry a firearm.

***Unusual Occurrence Report (UOR)*** – A form/document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. Employees must complete and submit a UOR prior to the end of their tour of duty on the day an incident is observed or comes to the employee's attention in any way. If a UOR form is not available, the employee may use any paper available to him to report the pertinent information and may also submit the information.

**V. POLICY:**

It is the Deputy Secretary's policy that employees who are in the OJJ Probation and Parole series be issued Special Agent appointments when necessary to enable them to safely perform their required duties.

Special Agents' duties may encompass providing assistance to other law enforcement agencies to improve public safety, including but not necessarily limited to:

- Emergency aid and other assistance as requested;
- Patrol; and/or
- Certain job assignments at the discretion of the agency.

Special Agents must be in compliance with the provisions of Firearms Training in accordance with YS Policy No. C.1.8, and other YS policies as applicable. The Regional Manager is responsible for pulling/holding the Commission card of a Special Agent who fails to meet the requirements pursuant to Section VI. (H) below.

**VI. PROCEDURES FOR SPECIAL AGENT APPOINTMENT:**

A. To be appointed a Special Agent, an employee must:

1. Pass a "Law Enforcement POST" academy; and
2. If not included in the POST academy, successfully complete the "PPCT Defensive Tactics" course, which includes use of force, basic defensive tactics, weapon retention and use of the baton, as well as the "Field Safety Awareness" course.

B. Applications for Special Agent appointments are submitted by the Regional Manager to the appropriate Regional Director for screening and processing.

Applications shall include the following documents:

1. "Criminal Record Check Request Form" in accordance with YS Policy No. A.2.18, completed by the applicant;
  2. A "Domestic Violence Questionnaire" [see Attachment A.2.19 (a)] completed by the applicant; and
  3. Written verification by the Regional Manager that the applicant has successfully completed all training as required by YS Policy Nos. A.2.24 and C.1.8.
- C. After verifying that all requirements have been met the Regional Director shall approve the applicant for Special Agent status, sign the Commission card evidencing the appointment, and forward it to the Deputy Secretary for final approval and signature.
- D. Upon receipt of the Commission card, the Deputy Secretary will appoint probation and parole series staff as Special Agents with the authority to carry a firearm and/or perform duties in accordance with La. R.S. 15:825.2.
- The Deputy Secretary will sign and issue the Commission cards and return them to the Regional Director for distribution to the regional offices for timely issuance to the Special Agents.
- E. The Commission card must be carried by the employee at all times in the performance of his/her duties.
- A commissioned officer must notify his/her immediate supervisor within 24 hours of his/her knowledge of a lost or stolen Commission card in order for the proper paperwork to be resubmitted for reissue. The employee shall prepare an "Unusual Occurrence Report" (UOR) detailing their knowledge of the incident and submit it to their supervisor prior to the end of their tour of duty. The supervisor shall notify the Regional Manager.
- F. Special Agents must remain in compliance with the provisions of YS Policy No. C.1.8 "Firearms Training" and other YS policies as applicable.
- G. If a probationary status Special Agent fails to qualify during the first two (2) years of employment, he/she shall be terminated.

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If a permanent status Special Agent fails to re-qualify within thirteen (13) months from the date of the previous qualification, the agent must complete the eight-hour pre-academy classroom training and shoot a minimum of four POST courses with a passing average score (80%).

If a Special Agent who has failed to qualify within thirteen (13) months fails to receive a passing score after completing the mandatory training, he/she may be terminated based on an inability to perform the essential functions of the job.

- H. The Regional Manager is responsible for pulling/holding the Commission card of an agent who fails to re-qualify or otherwise meet the requirements for Special Agent status. The "Commission Card Hold Form" [see Attachment A.2.19 (b)] must be completed and a copy forwarded to the unit's HR Liaison for holding until the agent again meets all requirements.
- I. The Regional Manager shall be responsible for ensuring proper equipment is available to agents as appropriate to the assignment [i.e. "body armor" ("bullet proof vest"), "service weapon", "handcuffs", "ammunition", "baton", "chemical agent", "flashlight", etc.].
- J. The Regional Manager shall be responsible for ensuring that agents under their supervision re-qualify annually or as needed when new equipment is added to the appropriate weapons list, pursuant to YS Policy No. C.1.8(b).
- K. The "Criminal Record Check Request", "Domestic Violence Questionnaire", firearms scores by a POST Instructor, and verification of completion of eight (8) hours of firearms/safety classroom training shall be submitted by the Regional Managers to the appropriate Regional Director during the month assigned below:

April	- New Orleans
May	- Baton Rouge and Thibodaux
June	- Lafayette
July	- Lake Charles
August	- Alexandria and Shreveport
September	- Monroe
October	- Natchitoches and Tallulah
November	- Hammond

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- L. Upon an employee's termination, the Commission card shall be surrendered to the appropriate Regional Manager and forwarded to Public Safety Services Human Resource office for filing in the employee's personnel file.

**Previous Regulation/Policy Number:** A.2.19

**Previous Effective Date:** 01/18/12

**Attachments/References:**



A.2.19 (b) Commission Card Hold Form.doc